

**LUNENBURG HOUSING AUTHORITY**  
**MINUTES OF THE MONTHLY MEETING**

**January 22, 2015**

Members Present: Elizabeth Murphy, Chair  
Deborah A.H. Christen, Vice Chair  
Caroline Fortin, Member  
Amaryllis Leet, Member

Also Present: Eugene Capoccia, Secretary  
Peter Proulx, Recording Secretary

Members Absent: Paul Doherty, Member

Resident Participation prior to meeting:

- A resident wanted to know why half a tree was out on the lawn, branches were still there. Also, residents had asked last winter for the brick patio to be cleared (only one swipe was done); ice not cleared and someone could fall. *The Executive Director/Assistant E.D. said they would look into this.*
- A resident stated that the new windows are allowing cold air into the apartments. *Assistant E.D. asked residents to call this in as a work order so we can look into the real issue.*
- A resident asked how much noise other residents have to put up with during the day. She stated that the man downstairs is sawing wood all day long in his apartment. *The E.D. asked the resident to call the office or talk with Evelyn (unit in question is A-4).*
- A resident questioned lights and residents paying if bulbs go out. *The E.D. said it was the tenant's responsibility for all lights in the apartments (ceiling and lamps). He noted that if the tenant had the bulb, we would put it in for them at no charge. If we buy the bulb, the tenant pays.*
- A resident stated that 3 out of 4 lights outside at Building F were out. Resident said they called in and also talked to Keith. *The E.D. asked the tenant to call it in and ask for the work order #.*
- A resident said that her screen door doesn't lock; there is nothing there to lock onto. *The E.D./Asst. E.D. said to call in for a work order and ask for the work order #.*
- A resident stated that the tall light out back sometimes goes on and off (around 9:30 p.m.). *The E.D. said it could possibly be the filament going.*

1. The Chair declared a quorum present and opened the meeting at 6:50 p.m.
2. The minutes of the November 20, 2014 meeting were presented; Caroline Fortin made a motion to accept the minutes; Deborah Christen seconded. All were in favor, the motion passed unanimously.
3. The Executive Director Report:  
The E.D. went over some of the highlights for Lunenburg during his 25 years at the Leominster Housing Authority.
  - A. The Community Room was totally renovated.
  - B. A new septic system was installed.
  - C. The development was in deplorable condition, DHCD awarded \$1.8M for modernization.
  - D. First housing authority to go smoke-free.
  - E. Sprinklers were installed in all buildings.
  - F. During the ice storm of December 2008, staff was on duty.
  - G. During the fire of May 2008, staff was on duty.
  - H. Net metering is moving ahead with two backup sites (Ashburnham/Fitchburg) if Ashby falls through.

4. Financial Report:

The Executive Director went over the financial report.

- A. Year-end financials may be available for the February meeting (takes longer to do). Usually ask the Fee Accountant to come to the board meeting yearly during February or March to answer any questions from the board. Caroline asked if it is an audited statement. The E.D. said the auditor usually does, has been about four years since last done.
- B. State centralized waiting list coming; two-three months away.
- C. Pg F2 – 11 months in the reserves are at 68%; pretty good.
- D. Pg F3 – Rents were budgeted at \$360/month; actual was \$368/month. Income was budgeted at \$422/month; actual was \$442/month (up \$12K). Total admin was budgeted at \$86.90/month; actual was \$87/month. Utilities were budgeted at \$157/month; actual was \$153/month. Utilities were lowered substantially with the new heating system.
- E. Leominster hired a plumber (to replace a maintenance person who retired) which saves money for all four housing authorities. Next time, we will hire an electrician.
- F. We are up some \$47K through the first 11 months.

Elizabeth Murphy made a motion to accept the financials. Amaryllis Leet seconded; all were in favor.

#### 5. Facilities Report:

The Assistant E.D. went over the facilities report.

- A. All units are occupied through the end of December.
- B. Most work orders are completed within the same day.
- C. No modernization on-going.

#### 6. Resolutions:

The following resolutions were presented by the Chair:

### RESOLUTION TO APPROVE THE APPLICATION FOR CAPITAL IMPROVEMENT PLAN – FORMULA FUNDING TO DHCD

#### Resolution 201501

Whereas: DHCD will annually provide a given amount of capital development funding through a “formula funding” allocation to address deficiencies and deferred maintenance issues identified and,

Whereas: The Lunenburg Housing Authority has the need to submit an application for Capital Improvement Plan (CIP) to DHCD for the years 2015, 2016, 2017, 2018 and 2019 and,

Whereas: A meeting was held with the tenants on January 6, 2015 for their comment and input as required by DHCD.

NOW THEREFORE BE IT RESOLVED,

That the members of the Lunenburg Housing Authority Board of Commissioners have reviewed and approved the five year Capital Improvement Plan (CIP) Formula Funding for years 2015, 2016, 2017, 2018 and 2019 as presented and further authorize the Executive Director to submit the application to DHCD.

RESOLVED, Motion made by Deborah Christen to authorize the Executive Director to submit the application for Capital Improvement Plan (CIP) Formula Funding, as proposed, to DHCD.

SECONDED, Caroline Fortin seconded the motion, and the motion was passed by a unanimous vote.

RESOLUTION FOR CERTIFICATION OF 2014 COMPLIANCE  
WITH NOTIFICATION PROCEDURES FOR FEDERAL  
AND STATE LEAD PAINT LAWS

Resolution 201502

Whereas: The Lunenburg Housing Authority has the need to be in compliance with notification procedures for Federal and State lead paint laws as follows:

1. Environmental Protection Agency (EPA) regulations at 40 CFR 745 Subpart F “*Disclosure of Known Lead-Based Paint and/or Lead-Based Paint Hazards Upon Sale of Lease of Residential Property*”,
2. Massachusetts Department of Public Health Lead Poisoning Prevention and Control regulations at 105 CMR 460.725,
3. EPA regulations at 40 CFR 745 Subpart E “*Residential Property Renovation*”, and
4. Massachusetts Division of Occupational Safety De-leading and Lead-Safe Renovation Regulations at 454 CMR 22.00.

Whereas: the Lunenburg Housing Authority is maintaining proper record-keeping related to such requirements.

Whereas: DHCD has mandated that housing authority boards certify the compliance.

NOW THEREFORE BE IT RESOLVED,

That members of the Lunenburg Housing Authority Board of Commissioners certify that the Lunenburg Housing Authority is in compliance with notification procedures mentioned above and that the Lunenburg Housing Authority is maintaining proper record-keeping related to such requirements for year 2014.

RESOLVED, Motion made by Caroline Fortin for certification of compliance with the notification procedures for Federal and State Lead Paint Laws.

SECONDED, Elizabeth Murphy seconded the motion, and the motion was passed by a unanimous vote.

7. Board Members were given information on the Mass NAHRO Board Member Certification Program which provided dates and locations of sessions (if members were interested in attending).

Elizabeth Murphy made a motion to adjourn the meeting at 7:30 p.m. Caroline Fortin seconded, all were in favor, and the meeting was adjourned.

